

Virginia

Standards of Learning Assessments

Spring 2004
English: Reading
and Mathematics
Field Tests

**Manual for School
Test Coordinators**

Grade 4
Grade 6
Grade 7

Test security guidelines restrict persons who have not signed the
Test Security Agreement from reading the actual test questions.

ISBN: 9998650429

School Test Coordinator's Manual

STC's CHECKLIST

Activities Before Test Administration

- ☐ 1. Carefully read this *School Test Coordinator's Manual*, as well as any local directions you have been given. Resolve any questions you might have with your DDOT.
- ☐ 2. Assist teachers and Examiners in identifying students who will be tested (Section 4.1).
- ☐ 3. Make certain that suitable testing sites are available (Section 4.2).
- ☐ 4. Schedule all test sessions in your school (Section 4.3).
- ☐ 5. Select Examiners, determine the size of each testing group, and determine whether the use of Proctors will be necessary (Sections 4.4 and 4.5).
- ☐ 6. Collect a signed *Examiner's/Proctor's Test Security Agreement* from each Examiner and Proctor (Section 4.6).
- ☐ 7. Receive non-secure materials directly from Harcourt Assessment, Inc. and return the receipt verification form to your DDOT as soon as possible, **but no later than** April 27, 2004 (Section 4.7).
- ☐ 8. Make sure that teachers and Examiners understand how to complete answer documents for students participating in the field test (Section 4.8).
- ☐ 9. Provide information to Examiners (Section 4.9).
- ☐ 10. Receive secure materials from your DDOT and sign the appropriate transmittal form (Section 4.10).
- ☐ 11. Prior to each testing session, ensure that all Examiners have the materials required for testing. (Refer to the appropriate *Examiner's Manual* for this information.)

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INTRODUCTION

The SOL *English: Reading and Mathematics* field tests will be administered under test conditions similar to the multiple-choice SOL tests. The purpose of these field tests is to evaluate the performance of the individual test questions. The results will be considered when making final selection of items for use in future SOL tests.

The SOL *English: Reading and Mathematics* field tests will consist of the following individual assessments:

- *English: Reading* (Grade 4)
- *English: Reading* (Grade 6)
- *English: Reading* (Grade 7)
- *Mathematics* (Grade 4)
- *Mathematics* (Grade 6)
- *Mathematics* (Grade 7)

1. USE OF THIS MANUAL FOR ADMINISTRATION OF THE SPRING 2004 SOL *ENGLISH: READING AND MATHEMATICS* FIELD TESTS

This *School Test Coordinator's Manual* describes procedures that you should follow before, during, and after the administration of the Spring 2004 Standards of Learning (SOL) *English: Reading and Mathematics* field tests.

Please review this manual, which includes the following information:

- test administration dates
- school division responsibilities for SOL testing
- your responsibilities before, during, and after the field test administration
- steps for organization and return of test materials to your Division Director of Testing (DDOT) after all field testing is completed

You must familiarize yourself not only with this manual but also with the *Examiner's Manuals*, which include specific directions for administering the SOL *English: Reading and Mathematics* field tests. Take particular care to read all testing materials and to provide in-depth training to Examiners and Proctors in your school.

2. TEST ADMINISTRATION DATES

Each school division is to administer these SOL field tests within its own established testing week between May 3 – 28, 2004. The DDOT will work with you to establish dates and times for testing in your school. You must advise all Test Examiners of your school's specific test dates and times. If testing dates and/or times change after the original schedule is set, you must notify your DDOT immediately.

Students who are absent may be provided with an opportunity to participate in the field test prior to the end of the division's testing week. You will be responsible for arranging make-up sessions. Your DDOT will provide you with more information about conducting make-up testing.

3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING

Many school division personnel are responsible for the administration of the SOL tests. These include:

- Division Director of Testing (DDOT)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows:

Division Director of Testing

Each division has designated a Division Director of Testing (DDOT). The DDOT serves as the point of contact between the school division and the Virginia Department of Education. The DDOT has division-wide responsibility for implementation of SOL field test procedures.

School Test Coordinator

As the School Test Coordinator (STC), you have been designated to serve as the point of contact between the DDOT and the school. In this role, you are responsible for ensuring that all procedures required for the SOL tests are implemented within the school and for maintaining the security of field test materials. Take particular care to read all materials and provide training to your school's Examiners. Any questions you have regarding the SOL field tests should be directed to the DDOT.

The remaining sections of this manual contain more specific information about your duties as School Test Coordinator.

Test Examiner

The Test Examiner (Examiner) is responsible for administering the SOL field test(s) according to the procedures contained in the *Examiner's Manuals* and for maintaining the security of field test materials.

4. SPECIFIC DUTIES OF THE SCHOOL TEST COORDINATOR: BEFORE TESTING

Before testing, you should read this manual and the *Examiner's Manuals*. Questions in regard to your school division's administration of the SOL *English: Reading* and *Mathematics* field tests should be addressed with your DDOT.

4.1 Identify Students to Be Tested

Elementary and middle school students receiving instruction in the following content may participate in the corresponding SOL *English: Reading* and *Mathematics* field tests:

- | | |
|-------------------------------------|--------------------------------|
| • <i>English: Reading</i> (Grade 4) | • <i>Mathematics</i> (Grade 4) |
| • <i>English: Reading</i> (Grade 6) | • <i>Mathematics</i> (Grade 6) |
| • <i>English: Reading</i> (Grade 7) | • <i>Mathematics</i> (Grade 7) |

NOTE

Special Forms testing materials (audiotapes, large-print and Braille editions) will **not** be provided for the SOL *English: Reading* and *Mathematics* field tests.

The guidelines for testing students with disabilities are posted on the Virginia Department of Education website. If you have questions about the testing of a particular student, contact your DDOT.

4.2 Determine Where Tests Will Be Administered

Make arrangements for appropriate physical conditions for testing. Testing rooms should be quiet, well lighted, and well ventilated. Each student should have enough work surface for an open test booklet and an answer document. Crowding should be minimized and seating arranged to discourage students from copying. It may be helpful to provide Examiners with “TESTING IN PROGRESS: DO NOT DISTURB” signs that may be placed on their doors.

Students who are not in school on your designated test date may be given an opportunity to take any missed field test. A time and location must be arranged for each make-up session. If you have any questions regarding make-up testing session(s), consult your DDOT.

4.3 Schedule Your School’s Testing Sessions

All field test sessions for your school must be scheduled within the division’s testing week established by your DDOT. Your school’s testing dates and times for the SOL *English: Reading and Mathematics* field test must be on file with your DDOT. **If a change to testing dates or times occurs, your DDOT must be notified immediately.**

Students who are not in school on designated testing dates may be given an opportunity to participate in the field test on a make-up basis. Work with your DDOT to establish a schedule for make-up testing within your school’s testing window. Incorporate sufficient time into your scheduled make-up testing session in order to complete testing in time to meet your division’s requirement for returning testing materials to the DDOT.

In scheduling the testing sessions, take into consideration that the SOL field tests are untimed tests. Your DDOT will provide you with more information about typical testing times for each of the tests to be administered in your school. Some students will take longer; some students will finish early. Students should be afforded as much time as they need to complete each test.

Though the SOL *English: Reading and Mathematics* field tests are untimed, each test is to be completed in one school day. Additionally, students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials. Testing sessions must be scheduled so that they begin early enough to allow students reasonable amounts of time to complete the test before lunch or before the end of the school day.

Prior to the date of testing, develop a plan to accommodate situations in which “allocated” time has elapsed but students have yet to complete the test. For example, these students could be moved to an alternate location such as a library or activity room so that they can complete the test.

If students are moved to an alternate location to complete their tests, be sure that their test booklets and answer documents are collected by an adult prior to the move and redistributed only after the students are settled in the new site. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

The administration of the SOL *English: Reading and Mathematics* field tests must take precedence over other scheduled school activities, with the exception of regular SOL test administration. Testing sessions should not be interrupted by fire drills or other school functions. If testing is delayed or interrupted by inclement weather or some other emergency, your DDOT will assist you in revising the schedule.

4.4 Select Examiners and Determine Testing Groups

You will need to determine how students will be grouped for testing (e.g., in homerooms, in regular English classes, etc.) and which staff members will serve as Examiners. You may want to consider using Examiners who do not teach the subject matter of the field tests.

4.5 Determine the Need for Proctors and Arrange for Assistance

Examiners have been instructed to discuss the need for Proctors with you. In selecting Proctors, be aware that each must also sign the *Examiner's/Proctor's Test Security Agreement* noted in Section 4.6. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same information as Examiners.

If Proctors are not used, you may wish to arrange to have another adult within calling distance of each testing session so that an emergency situation, such as a student becoming ill, may be handled with a minimum of disruption.

4.6 Collect Completed *Examiner's/Proctor's Test Security Agreements*

Make sure that all persons in your school who will have access to the SOL *English: Reading* and *Mathematics* field test booklets have read the *Test Security Guidelines* and signed the *Examiner's/Proctor's Test Security Agreement* **before** they are given the test booklets. **Note the Virginia General Assembly 2000 legislation regarding test security.** This security agreement requires that persons involved in test administration exercise the necessary precautions to ensure the security of content and all test materials. *Test Security Guidelines* and the *Examiner's/Proctor's Test Security Agreement* are in Appendix A. These forms are also printed in each *Examiner's Manual*. Please make as many copies of the security agreement as necessary. **Do not use file photocopies from previous SOL administrations.** Forward the signed forms to your DDOT as directed in Section 6.6, Prepare and Transmit SOL Affidavits and Forms.

Persons who have not signed the *Examiner's/Proctor's Test Security Agreement* may not be allowed access to the SOL *English: Reading* and *Mathematics* field test booklets.

4.7 Receive Non-Secure Test Materials

In addition to this manual, the following preparatory, non-secure test materials should have been received directly from Harcourt Assessment, Inc. (Harcourt):

- cover letter
- *Examiner's Manuals*
- student answer documents (in packages of 25)
- *Spring 2004 SOL English: Reading and Mathematics School Master File Sheet*
- Scoring Service ID Sheets (SSIDs, more commonly known as "header sheets")
- paper bands for securing scorable answer documents

These materials are scheduled to arrive in advance of the field test administration.

Immediately upon receipt of the testing materials listed above, complete the *School Verification of Receipt of Non-Secure Testing Materials and Reorder Form* (in Appendix B) and forward it to your DDOT.

Even if there are no discrepancies in your shipment and you do not need any additional materials, you must still return the *School Verification of Receipt of Non-Secure Testing Materials and Reorder Form* to the DDOT as verification that you have received the materials within 5 days of their receipt, but no later than April 27, 2004.

4.8 Determine a Method for Completion of Identification Information on Student Answer Documents

The demographic sections of the students' answer documents contain several areas for student identification information. See Appendix C for samples. Some of this information may be completed

by either the student or the Examiner. For enhanced accuracy, Examiners may wish to complete all of the student identification information for each student prior to test administration.

In consultation with your DDOT, determine the process that you will use in your school for completing the demographic section of each student's answer document. Inform the Examiners of this process.

4.8.1 Completing the Race/Ethnicity grid (Section D)

Use these guidelines if students have questions regarding the appropriate circle to fill in for Race/Ethnicity. Students with origins in the Pacific Islands may choose to code Pacific Islander or Native Hawaiian. **Students who are Native Hawaiian should leave section D blank and grid circle 0 in column D of Section H (Other Information).** Please be sure students code only one grid. If students have a multi-ethnic background, they may grid the "unspecified" circle. The grid may be left blank if students object to completing Section D.

Table 1. Race/Ethnicity Guidelines

RACE/ETHNICITY	GUIDELINE
American Indian or Alaskan Native	A person having origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippines, and Samoa.
Black (not of Hispanic origin)	A person having origins in any of the black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White (not of Hispanic origin)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Native Hawaiian (Grid circle 0 in column D of Section H – other information)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.
Unspecified	A person having a multi-ethnic background who does not identify with one of the other groups listed above.

4.8.2 Completing Section H – other information

After testing, you or another adult will complete Section H of the students' answer documents. Section H is divided into 10 columns (labeled A through J) with numbered circles (0 through 9) to be gridded according to the following instructions. See Appendix C, Sample Student Answer Document.

Column A – Calculator Use (Mathematics Only)

Column D – Native Hawaiian Ethnicity

Column E – LEP Students

Columns F through J – Not Used

Columns B & C – Disability Codes

H OTHER INFORMATION										
A	B	C	D	E	F	G	H	I	J	
0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9

4.8.2.1 Section H, Column A – Calculator Use (Mathematics only)

Grid circle “0” of column “A” if students used a scientific calculator. Grid circle “1” of column A if students used a 4-function calculator.

4.8.2.2 Section H, Columns B and C – Disability Codes

Use the following Disability Status Codes to complete Section H, Columns B and C for any student who is identified as having a disability. Use numbered circles 0 through 9 of column B, and 0 through 3 of column C for students who are eligible for services under the *Individuals with Disabilities Education Act (IDEA)*, and who have Individualized Education Plans (IEPs). Use numbered circle 4 of column C for “otherwise qualified handicapped” students who are eligible for services under Section 504 of the *Rehabilitation Act of 1973*.

Table 2. Disability Status Codes

Section H, Column B		Section H, Column C	
CIRCLE 0	Mental Retardation	CIRCLE 0	Deaf-Blind
CIRCLE 1	Severe Disabilities	CIRCLE 1	Autism
CIRCLE 2	Multiple Disabilities	CIRCLE 2	Traumatic Brain Injury
CIRCLE 3	Orthopedic Impairment	CIRCLE 3	Developmental Delay (through age 8)
CIRCLE 4	Visual Impairment (including blindness)	CIRCLE 4	Otherwise Qualified as Handicapped under Section 504
CIRCLE 5	Hearing Impaired/Deaf	CIRCLES 5-9	Leave Blank
CIRCLE 6	Learning Disability		
CIRCLE 7	Emotional Disturbance		
CIRCLE 8	Speech/Language Impairment		
CIRCLE 9	Other Health Impairment		

4.8.2.3 Section H, Column D – Native Hawaiian

Grid circle “0” of column D for students of Native Hawaiian ethnicity. If Column D of Section H is gridded, do not grid Race/Ethnicity (Section D).

4.8.2.4 Section H, Column E – Limited English Proficient (LEP Students)

Grid circle “0” of column “E” for students classified as Limited English Proficient (LEP) or has exited LEP monitor status within the last two years. If you are not sure whether a student is limited English proficient, check with your STC. (Circles 1 through 9 of column E, should be left blank).

Limited English Proficient (LEP) Students:

An LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act of 2001*. The law states:

An LEP student is classified as one:		
(A.)		who is aged 3 through 21;
(B.)		who is enrolled or preparing to enroll in an elementary school or secondary school;
(C.)	(i.)	who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant
OR		
	(ii.)	(I.) who is a Native American or Alaska Native, or a native resident of outlying areas; and
		(II.) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
OR		
	(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;
AND		
(D.)		whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —
	(i.)	the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
	(ii.)	the ability to achieve successfully in classrooms where the language of instruction is English; or
	(iii.)	the opportunity to participate fully in society.
[P.L. 107-100, Title IX, Part A, Sec. 9101, (25)]		

4.8.2.5 Section H, Columns F through J – fields NOT used

4.9 Provide Information to Examiners

It is your responsibility to provide information and testing materials to your school's Examiners so that they can successfully administer the SOL *English: Reading and Mathematics* field test. This information should cover the following topics:

- responsibilities of Examiners
- security requirements, including use of the *Examiner's/Proctor's Test Security Agreement* and the Virginia General Assembly 2000 legislation on test security (Appendix A)
- test schedule
- preparing students for testing
- appropriate room preparation
- providing accommodations for students
- coding of demographic information on student answer documents
- coding of Section G on the answer document's demographic page for form number
- conducting SOL testing under standardized conditions using the *Examiner's Manuals*

- monitoring students during testing
- use of classroom Proctors (if necessary)
- identifying and reporting testing irregularities
- handling emergencies
- completing the SSID sheet
- packaging and returning of materials after testing

Examiners may review the *Examiner's Manual* prior to the day of testing. You may wish to collect the *Examiner's Manuals* after training and then re-distribute them on the day of testing to ensure that all Examiners have a copy for the field test administration.

4.10 Receive Secure Test Materials

You should receive your school's carton(s) of secure SOL *English: Reading* and *Mathematics* field test materials from your DDOT no earlier than 96 hours (four school days) before testing is to begin.

As secure materials, the carton(s) of SOL test materials must be kept in a locked location accessible only to you and the school principal at all times when not being used in a testing session. You must acknowledge receipt of the secure test materials by completing the appropriate section of the *SOL School Test Booklet Transmittal Form/Affidavit*, which will be provided by your DDOT and will accompany the materials. Verify that the number of cartons indicated on this form is indeed the correct number conveyed to you before signing the transmittal.

Immediately upon receipt of your secure materials, inventory all materials against the school packing list contained in box #1. For multiple-choice test booklets, a package cover sheet (as shown in Appendix F) shows the quantity of booklets in the package and the test form number for those booklets. Test booklets will arrive in packages of 5. Use the *School Test Coordinator's Test Booklet Transmittal Form* in Appendix E to account for the secure materials. In the "Packing List Quantity" column, record the counts shown on packing lists. Then record the total counts of all test booklets received in the "STC Received" column. Shrink-wrapped packages do not need to be broken for this inventory; however, test booklet counts should be obtained by multiplying the number of packages times the package count (5).

If you discover a shortage or discrepancy in secure testing materials, contact your DDOT immediately.

Locate the *SOL Examiner's Test Booklet Transmittal Form/Affidavit* in Appendix G and photocopy it. These transmittal forms will be used to check out test booklets to Examiners on the day of testing.

4.11 Use of Test Manipulatives

Make sure that Examiners are aware of the use of SOL mathematics test manipulatives as shown here in Table 3.

Table 3. Test Manipulatives

Grade	Manipulatives Allowed
Grade 4	metric/standard ruler, 4-function calculator
Grade 6	metric/standard ruler, 4-function calculator or a scientific calculator without a fraction function (TI-30Xa Solar, SHARP EL-501V), protractor (angle ruler)
Grade 7	metric/standard ruler, 4-function calculator or a scientific calculator without a fraction function (TI-30Xa Solar, SHARP EL-501V)

These guidelines should be followed when addressing calculator use on the SOL tests:

- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or a student-owned calculator may be used on a test.

4.12 Prepare Manipulatives for Distribution to Examiners

Certain manipulatives to be used for SOL testing (e.g., rulers, four-function calculator, scientific calculators without a fraction function, and protractors) are now housed in your school division. Work with your DDOT to ensure that you have received the manipulatives needed for the SOL field tests to be administered in your school. Determine how you will distribute these materials to Examiners so that each student will have the required manipulatives for testing. You may distribute manipulatives to Examiners prior to testing or on the morning of testing.

5. SPECIFIC DUTIES OF THE SCHOOL TEST COORDINATOR: DURING TESTING

5.1 Conduct Secure Check-Out of Test Materials to Examiners

Test booklets must be checked out to Examiners using the *SOL Examiner's Test Booklet Transmittal Form / Affidavit*. Examiners must initial this form verifying their receipt of the quantity of test materials listed in the "Test Booklet Quantity" column. This form may be found in Appendix G of this manual.

Please note that upon opening a package **but before distributing its contents to students**, Examiners must count the number of test booklets contained in the package and complete the package's cover sheet, checking off the applicable box and signing and dating the cover sheet. Each package of multiple-choice field test booklets will contain a cover sheet that shows:

- a package number unique to the field test booklets within the package; and
- the range of form numbers of the field test booklets contained in that package.

See Appendix F for a sample of the cover sheet that will be included in packages of the field test booklets. If an Examiner must open more than one package of test booklets, the cover sheet in each package must be completed. Examiners must return all cover sheets to you along with the test booklets immediately after the testing session has concluded.

If necessary, you may break packages in order to distribute the field test booklets most efficiently to the Examiners. In doing so, please remember that booklets must remain in the same order in which they are packaged. Make sure that you photocopy the package cover sheet and write the new quantity of booklets on it. Each divided set must have a cover sheet. The security of the test booklets must be maintained at all times.

Provide each Examiner with the following test materials:

- Spring 2004 SOL *English: Reading and Mathematics Field Test Examiner's Manual*.
- field test booklets
- answer documents: Answer documents for the SOL *English: Reading and Mathematics* tests are generic 1-sided scannable documents. Make sure that appropriate answer documents are distributed.
- "TESTING IN PROGRESS: DO NOT DISTURB" sign if available

5.2 Monitor Test Administration

Monitor the administration of the SOL *English: Reading and Mathematics* Field Tests as they are being conducted in your school. Be actively involved in test administration by carefully supervising the procedures described in this manual and the *Examiner's Manuals*. Be available to answer questions and deal with problems as they arise.

5.3 Identify and Resolve Testing Irregularities

The *Examiner's Manuals* instruct Examiners to immediately report any testing irregularities to you. A testing irregularity is any occurrence which may inappropriately influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- a student becomes ill during testing
- a student is observed cheating during the testing session
- a teacher or another adult provides improper assistance to student
- testing accommodations specified in a student's IEP, 504 management plan, or *LEP SOL Participation Plan* are not provided
- a student is provided an accommodation that is not specified in the student's IEP, 504 management plan, or *LEP SOL Participation Plan*
- an excessive disturbance or disruption occurs during the testing session
- a student's test booklet or used answer document is missing
- any unused/unassigned test booklet is missing

All testing irregularities must be recorded on the *Test Irregularity Form* (found in Appendix D of this manual) and submitted to your DDOT within 24 hours of occurrence. Photocopy the form as needed. Either you or the Examiner may complete the form. The DDOT will give you guidance in the proper way to resolve specific test irregularities. There may be times when the DDOT will need to consult with the Department of Education staff regarding proper resolution of a testing irregularity.

NOTE

In order to process the testing irregularities, it is important to:

- write legibly
- complete the division and school code
- include the correct form number

5.4 Check-In Field Test Materials at the End of Each Testing Session

The *Examiner's Manuals* instruct Examiners to return test materials to you as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students. **All test materials must be returned to you no later than the end of this school day.**

When the test materials are returned to you, count the field test booklets and initial the *SOL Examiner's Test Booklet Transmittal Form/Affidavit* to verify that all test booklets and answer documents have been returned. Immediately report any missing test booklets by filling out an *SOL Test Irregularity Form* and submitting it to your DDOT.

Place field test booklets and answer documents in a secure location, pending return of test materials to your DDOT.

5.5 Conduct Make-Up Session(s)

Students who are absent for the scheduled administration of the *SOL English: Reading and Mathematics* field test may be provided with an opportunity to take a make-up test. Make-up tests are **not** required.

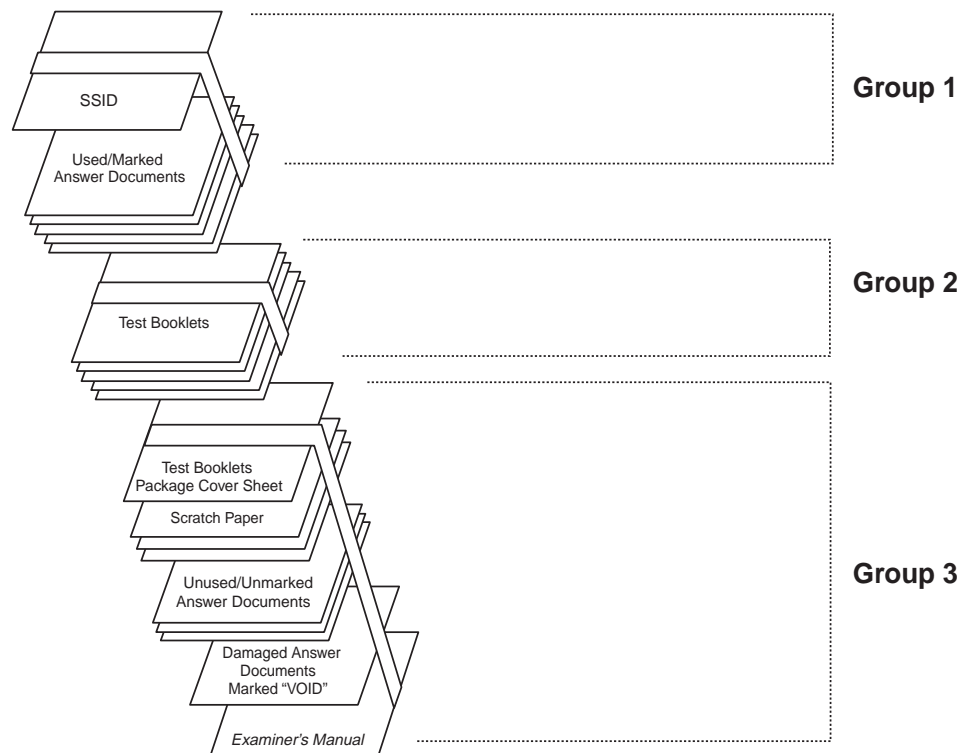
- For make-up sessions of the SOL field test, students will take the same field tests taken by other students on the regularly scheduled testing date(s).
- After make-up sessions have been completed, the answer document of each student who has

taken a make-up test must be grouped with the answer documents used by students participating in the same field test.

- Your make-up schedule must also allow time for assembly and transmittal of all scorable answer documents to your DDOT by the end of your school's testing week.

6. SPECIFIC DUTIES OF THE SCHOOL TEST COORDINATOR: AFTER TESTING

After testing is complete, your responsibilities include accounting for, assuring accuracy of, and transmitting the field test materials to your DDOT. Examiners will return test booklets at the close of each testing day. In addition, Examiners will also return completed student answer documents to you along with the completed Scoring Service ID Sheet (SSID, more commonly known as a "header sheet"). You will then have the responsibility of verifying and packaging student answer documents, completed SSIDs, and completed *Spring 04 SOL School Master File Sheets* for transmittal to the DDOT.



6.1 Receive All Testing Materials from Examiners

Examiners will return three groups of materials as shown in the following diagram.

GROUP 1: Student Answer Documents – After each testing session, Examiners are to return all answer documents to you. After the final session has been completed, each Examiner will:

- inspect the students' answer documents
- bundle them with the paper band provided
- verify and complete the preprinted SSID
- place the SSID on top of the test materials inside the paper band

Review each bundle of answer documents submitted by each Examiner as described in Section 6.2.1.

In the case of a damaged answer document, Examiners have been instructed to transcribe the student's answers and demographic information onto a new document, have a second adult verify the transcription, write the word "VOID" on the demographic page of the original answer document, and give it to you for return. However, damaged answer documents must **not** be included in the bundles of documents that are to be scored.

GROUP 2: Field Test Booklets –

- After each testing session, count the field test booklets and verify in the presence of the Examiner that you have received all test booklets. Then, initial the "IN" column on the *SOL Examiner's Test Booklet Transmittal Form/Affidavit* certifying that all test booklets have been returned. Also, collect a completed package cover sheet for each package of test booklets that has been opened. Attach the cover sheets to the *SOL Examiner's Test Booklet Transmittal Form/Affidavit* to be forwarded to your DDOT. Photocopy any cover sheet that notes a discrepancy and attach it to the *School Test Coordinator's Test Booklet Transmittal Form*. Immediately report any missing test booklets by filling out a *Test Irregularity Form* and submitting it to your DDOT. Attach a photocopy of the corresponding package cover sheet.
- Upon your receipt of test booklets, remember that each Examiner (and Proctor, if applicable) must sign the "Examiner's Affidavit" column of the *SOL Examiner's Test Booklet Transmittal Form/Affidavit* (Appendix G). These affidavits certify that each Examiner (and Proctor) has followed the proper procedures in administering the SOL field tests to all students. **This procedure is mandatory.**

GROUP 3: Non-Scorable Test Materials – After each testing session, Examiners are to return all non-scorable materials to you. All scratch paper must be destroyed according to the DDOT's instructions.

Examiners have been asked to return or store other manipulatives such as rulers, calculators, and protractors according to your instructions.

6.2 Check Scorable Materials Received from Examiners

6.2.1 Inspect paper-banded groups of answer documents

Each bundle of answer documents should be wrapped with a paper band.

PAPER BAND EXAMPLE

School	<u>East Wing MS</u>
Grade	<u>7</u>
	<u>of</u>

Check to see that each Examiner has printed the school and grade on the paper bands. If the Examiner has not supplied the information, please refer to the completed SSID sheet and print the necessary information on the paper bands.

Examiners have been instructed to leave "___ of ___" blank. You will complete this information following instructions in Section 6.3.2.

In packaging, be sure you do not bind answer documents with clips or rubber bands; they will damage answer document edges.

6.2.2 Verify information on Scoring Service Identification Sheets (SSIDs or “header sheets”)

You are responsible for ensuring that SSIDs are completed accurately by the school’s Examiners. Sample SSIDs are in Appendix H. Review each SSID as follows:

1. There must be one preprinted SSID for every paper-banded bundle. SSIDs must be the computer-generated, preprinted SSIDs received from Harcourt. If any photocopied SSIDs are found, call your DDOT to obtain an unused, preprinted SSID. If an SSID is missing, complete one for the bundled group.
2. All information printed and gridded on Side 1, must be complete and accurate. See the appropriate sections of the *Examiner’s Manuals* for complete instructions. Verify that the information preprinted by Harcourt (division name, division code, city, state, school name, school code, and grade) is correct. The SCHOOL NAME and SCHOOL CODE fields preprinted by Harcourt **may not be altered**. *Alteration of these fields will require resolution with your DDOT and may cause delays in scoring.*
3. In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable documents is printed and properly gridded on each SSID. Numbers are to be right-justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 documents would be printed and gridded as 0032. The total count of scorable documents must include documents for all students who participated in the *SOL English: Reading and Mathematics* field tests. **To avoid unnecessary scoring delays**, the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate. If you are uncertain about which answer documents to count, ask your DDOT.

6.2.3 Inspect answer documents

Make sure that all Examiners have inspected students’ answer documents. Perform spot checks to ensure that all answer documents are undamaged and complete and that they contain all appropriate identification information. Careful inspection of the students’ answer documents will help prevent scoring delays.

1. Inspect answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt-tipped pen, or hard or colored pencils will not be scanned properly. Darken all light marks with a soft-lead (No. 2) pencil.
2. In the multiple-choice answer sections, stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased.
3. Remove any extraneous materials or loose sheets of paper from the answer document.
4. Inspect the demographic pages:
 - a. Handwritten information (student’s name, teacher name, school name, etc.) must be legibly entered in the spaces provided in Section A at the top of the page.
 - b. Machine-read identification (student’s name, date of birth, gender, etc.) must be complete and accurately filled in with dark No. 2 pencil marks. Make sure all sections have been completed.
 - c. Special attention must be paid to the accuracy of the information in Section G,

MC Form. Verify that Section G is completed on the answer document of every student who took the multiple-choice test; failure to complete Section G may result in scoring delays.

- d. Verify that the information in Section H has been coded properly for LEP students and/or students with disabilities who participated in the field test.

6.2.4 Ensure proper orientation of scannable documents

Side 1 of the SSID sheets must face up with black “timing tracks” along the left edge.

Answer documents demographic pages must face up with timing tracks along the left edge. Answer documents have one corner cut at an angle. If all documents are properly positioned, this corner-cut should line up for all documents in the bundle.

6.3 Prepare and Transmit Set A — Scorable Test Materials

The following sections describe preparation of all field test materials for delivery to the DDOT after testing. For ease of assembly, materials have been grouped into two different sets, Set A for Scorable Materials and Set B for Non-scorable Materials.

Once all scorable answer documents have been inspected and organized as described in Section 6.2, you are ready to assemble and return them to the DDOT. Do not ship voided answer documents with Set A scorable materials. Set A must be delivered to the DDOT within 24 hours after testing.

6.3.1 Complete the *Spring 04 SOL School Master File Sheet(s)*

1. Verify the number of bundled groups and the total number of answer documents for each grade.
2. For each field test administered, complete the *Spring 2004 SOL School Master File Sheet*. A sample is in Appendix I. Enter the number of bundled groups in the NUMBER OF GROUPS column and the total number of answer documents in the NUMBER OF DOCUMENTS column. Please write N/A under the NUMBER OF DOCUMENTS column for any subject that a school did not test.

The counts you enter on the *Spring 2004 SOL School Master File Sheet* will be used by your DDOT to help verify whether your school’s shipment of answer documents is complete. If an incorrect count is recorded, scoring processing at the Scoring Center may be delayed until accurate numbers are determined.

If you are uncertain about how to make these counts, ask your DDOT.

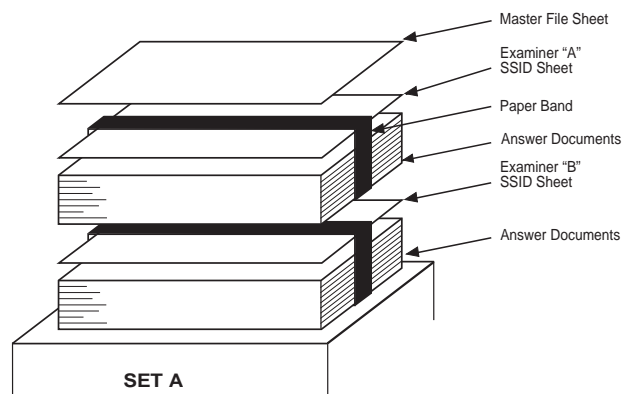
6.3.2 Pack the bundles of answer documents

Number the bundles sequentially in the spaces marked “___ of ___” on the paper bands: for example, “1 of 2” and “2 of 2.” Make sure that answer documents are not bound with staples, clips, or rubber bands because they will damage the edges of the scannable answer documents.

1. Pack scorable answer documents using the original shipping cartons received from Harcourt or given to you by your DDOT, pack the materials for return in the order shown in the diagram on the following page.
2. On the side of each carton containing answer documents, use a permanent marker to print “Set A.”
4. Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them upon receipt.
5. Return all Set A cartons to your DDOT as directed in your local schedule.

PACKING DIAGRAM

This particular example displays packing for a school in which multiple field tests have been administered.



6.4 Prepare and Transmit Set B – Non-Scorable Test Materials

Use the following steps to assemble and return non-scorable test materials to your DDOT.

- Count all test booklets and record the total by grade level on the *SOL School Test Coordinator's Test Booklet Transmittal Form* in the "STC Returned" column. This form is in Appendix E of this manual. Then complete the *SOL School Test Coordinator's Quantity Discrepancy Report* (also in Appendix E) to verify that you are returning the same quantity of test booklets that you received. Check the appropriate box in each of the sections of the report. If a discrepancy has occurred, fill in the blanks to describe it. Attach a photocopy of any package cover sheet that indicates a discrepancy.
- Pack all field test booklets in the reverse sequence of appearance on the *SOL School Test Coordinator's Test Booklet Transmittal Form*. The first item on the list should be at the bottom of the box. For security purposes, do **not** pack answer documents, manuals, or other materials in any carton that contains secure test booklets.
- Photocopy the completed *SOL School Test Coordinator's Test Booklet Transmittal Form*, *Quantity Discrepancy Report*, and any cover sheets noting a quantity discrepancy. Return these with the originals to your DDOT.
- On the side of each carton, use a permanent marker to print "Set B."
- Print "Transmittal Form Enclosed" on the outside of one of the cartons. Place the *SOL School Test Coordinator's Test Booklet Transmittal Form* and *Quantity Discrepancy Report*, **along with the extra copy** inside this carton. Your DDOT will forward this form to the Scoring Center with the materials and keep the extra copy on file.

- Return Set B to your DDOT by the date specified in your local instructions. Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them upon receipt.

6.5 Dispose of Other Test Materials

Follow your DDOT's instructions regarding the disposition of the following materials:

- *School Test Coordinator's Manual*
- all *Examiner's Manuals*
- scratch paper
- unused answer documents
- damaged answer documents marked "VOID"
- calculators, rulers, protractors

6.6 Prepare and Transmit SOL Affidavits and Forms

SOL Examiner's Test Booklet Transmittal Forms/Affidavits

(with completed, attached test booklet cover sheets):

Once all materials are received and logged in and after each Examiner has signed the "Examiner's Affidavit" column, forward these forms to your DDOT. The DDOT will keep these documents on file.

Examiner's/Proctor's Test Security Agreement forms:

Each Examiner and Proctor who administered an SOL field test was required to read the *Test Security Guidelines* in Appendix A of this manual and sign the *Examiner's/Proctor's Test Security Agreement*, also in Appendix A, as indicated in Section 4.6, *Collect Completed Examiner's/Proctor's Test Security Agreements*. This *Test Security Agreement* acknowledges that the Examiners and Proctors exercised the necessary precautions to ensure the security of the SOL field test content and all test materials. All participating Examiners were instructed to forward the completed and signed forms to you. Send the completed forms to the DDOT, who will keep them on file.

SOL School Affidavit:

After all test materials have been returned to your DDOT, complete the *SOL School Affidavit* in Appendix J, sign and date it, and have your building principal sign and date it. This form must be returned to your DDOT by the date specified in your local instructions.

6.7 Review Materials Disposition

Refer to Table 4 following this section to ensure that all test materials for the SOL field tests have been appropriately returned or disposed of. **REMEMBER:** Your DDOT should be able to answer any questions you may have regarding testing procedures.

THANK YOU

Thank you very much for your time and effort
in the administration of the Spring 2004
SOL English: Reading and Mathematics Field Tests.

Table 4. Disposition of Field Test Materials

	Item(s)	Required signature(s)	Disposition
Scorable test materials	<ul style="list-style-type: none"> Completed answer documents SSIDs Spring 2004 SOL English: Reading and Mathematics Field Test Master File Sheet 	none	packed in cartons labeled "Set A" and returned to the DDOT per local instructions
	<ul style="list-style-type: none"> SOL English: Reading and Mathematics field test booklets School Test Coordinator's Test Booklet Transmittal Form, Discrepancy Report, and copies of cover sheets with discrepancies (2 copies of each) 	STC	packed in cartons labeled "Set B" and returned to the DDOT per local instructions
Required forms	<ul style="list-style-type: none"> SOL Examiner's Test Booklet Transmittal Form/Affidavit 	Examiners/Proctors	returned to the DDOT per local instructions
	<ul style="list-style-type: none"> Examiner's/Proctor's Test Security Agreements 	Examiners/Proctors	
	<ul style="list-style-type: none"> SOL School Affidavit 	STC/Principal	
Non-scorable, non-secure test materials	<ul style="list-style-type: none"> Unused answer documents and damaged answer documents marked "VOID" Unused SSIDs 	N/A	disposed of per local instructions
	<ul style="list-style-type: none"> Scratch paper 	N/A	destroyed per local instructions
	<ul style="list-style-type: none"> Examiner's and STC Manuals 	N/A	disposed of per local instructions
	<ul style="list-style-type: none"> SOL Test Irregularity Form(s) (if needed) 	STC	submitted to DDOT within 24 hours of occurrence
	<ul style="list-style-type: none"> Calculators, rulers, and protractors (angle rulers) 	N/A	stored according to DDOT directions

APPENDIX A

VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENTS
English: Reading and Mathematics Field Test
SPRING 2004

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the SOL *English: Reading and Mathematics* Field Tests in determining what actions may compromise test security.

1. Students must never be exposed to an *English: Reading and Mathematics* field test booklet prior to or following test administration. **Using any of the *English: Reading and Mathematics* field tests in any other way (including rewording a question) is STRICTLY PROHIBITED.**
2. The tests must be administered strictly in accordance with the instructions outlined in the SOL *English: Reading and Mathematics* field test *Examiner's Manuals*. Directions that are to be read to the students must be read exactly as they are written.
3. No field test item which will be scored may be used as a sample or practice item for learning how to mark responses. Sample items are included in the SOL field test booklets to familiarize students with the format of the items and the procedures for marking their answers.
4. Copying **ALL OR ANY PART** of an SOL *English: Reading and Mathematics* field test booklet or taking notes about the items included on an SOL test is **STRICTLY PROHIBITED.**
5. All persons are prohibited from attempting to formally or informally score answer documents.
6. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after test administration. This prohibition includes provision of cues, clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
7. All persons are prohibited from changing students' answers to *English: Reading and Mathematics* field test items whether by providing hints or clues during test administration, correcting wrong answers during test administration, or by erasing or correcting answers or responses recorded by the student.
9. All known violations of test security procedures shall be reported in writing; signed by the person making the report; and addressed to Division of Assessment and Reporting, Virginia Department of Education. The Virginia Department of Education shall investigate all such infractions and take action as necessary.

This page may be photocopied..

VIRGINIA DEPARTMENT OF EDUCATION
SOL English: Reading and Mathematics Field Test
SPRING 2004

EXAMINER'S/PROCTOR'S TEST SECURITY AGREEMENT

I acknowledge that I will have access to the **Standards of Learning (SOL) Assessments** for the purpose of administering the SOL tests. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* in Appendix A of this manual for the SOL English: Reading and Mathematics field tests.

I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.

Signed: _____

Print Name: _____

Position: _____

School: _____

Division: _____

Date: _____

This page may be photocopied.

Please note the Virginia General Assembly in its 2000 session enacted the following legislation regarding test security:

§ 22.1 - 292.1. Violation of test security procedures: revocation of license.

A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;
7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions; and
9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgement of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9-6.14:1 et seq. and § 22.1-298), governing the licensure of teachers.

APPENDIX B
VIRGINIA DEPARTMENT OF EDUCATION
SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004

**SCHOOL VERIFICATION OF RECEIPT OF NON-SECURE
TESTING MATERIALS AND REORDER FORM**

TO: _____
(DDOT Name)

NO. PAGES: _____
(including this sheet)

SCHOOL NAME: _____ SCHOOL CODE: _____

STC NAME: _____ DATE: _____, 2004

STC Instructions: Complete Section 1 below. If additional testing materials are needed, complete Section 2. Then, fax or deliver this form to your DDOT as soon as possible, but **NO LATER THAN April 27, 2004.**

Section 1. Verification of Shipment: After receipt and verification of your school's shipment of non-secure SOL field test materials, please complete the information requested in the table below.

Date shipment was delivered to your school: _____	
As indicated on the packing list, all copies of the non-secure SOL field test materials were received in this shipment. If "No," indicate missing materials or discrepancies.	(Circle One) Yes No
The carrier made "inside delivery" of the shipment, and my staff and I were satisfied with the manner of delivery. If "No," indicate the problems you experienced.	(Circle One) Yes No

continued

**PLEASE USE PAGE 2 TO ORDER ADDITIONAL NON-SECURE TESTING MATERIALS.
FORWARD BOTH PAGES TO YOUR DIVISION DIRECTOR OF TESTING.**

SCHOOL NAME: _____
DIVISION NAME: _____

SCHOOL NUMBER: _____
DIVISION NUMBER: _____

Section 2. Reorder of Materials: If additional quantities of any materials are needed, print the quantity in the box(es) below.

	Ungraded
<i>School Test Coordinator’s Manual</i>	
<i>Spring 04 SOL English: Reading and Mathematics School Master File Sheets*</i>	
Scoring Service ID (header) Sheets**	
<i>English: Reading Examiner’s Manual</i>	
<i>Mathematics Examiner’s Manual</i>	
Student Answer Document	
Paper Bands	

* *Spring 04 School Master File Sheets* – For each sheet required, provide the school name, school number, and subject:

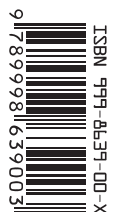
** *SSID* – For each SSID sheet required, provide the school name, school number, and subject:

Attach additional pages as necessary. This page may be photocopied.

APPENDIX C

Sample Student Answer Document

A STUDENT NAME	TEACHER	SCHOOL
SCHOOL DIVISION	GENDER	GRADE
		DATE OF BIRTH
		TEST DATE (Month/Year)



B	LAST NAME	FIRST NAME	MI
----------	-----------	------------	----

C DATE OF BIRTH		
Month	Day	Year
<input type="radio"/> Jan <input type="radio"/> Feb <input type="radio"/> Mar <input type="radio"/> Apr <input type="radio"/> May <input type="radio"/> Jun <input type="radio"/> Jul <input type="radio"/> Aug <input type="radio"/> Sep <input type="radio"/> Oct <input type="radio"/> Nov <input type="radio"/> Dec	<input type="radio"/> 01 <input type="radio"/> 02 <input type="radio"/> 03 <input type="radio"/> 04 <input type="radio"/> 05 <input type="radio"/> 06 <input type="radio"/> 07 <input type="radio"/> 08 <input type="radio"/> 09 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12	<input type="radio"/> 19 <input type="radio"/> 20 <input type="radio"/> 21 <input type="radio"/> 22 <input type="radio"/> 23 <input type="radio"/> 24 <input type="radio"/> 25 <input type="radio"/> 26 <input type="radio"/> 27 <input type="radio"/> 28 <input type="radio"/> 29 <input type="radio"/> 30

E	GENDER
<input type="radio"/> Female <input type="radio"/> Male	

F	GRADE
<input type="radio"/> K <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12	

D	RACE/ETHNICITY
<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian or Pacific Islander <input type="radio"/> Black (Not of Hispanic Origin) <input type="radio"/> Hispanic <input type="radio"/> White (Not of Hispanic Origin) <input type="radio"/> Unspecified	

G	MC FORM
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	

<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I <input type="radio"/> J <input type="radio"/> K <input type="radio"/> L <input type="radio"/> M <input type="radio"/> N <input type="radio"/> O <input type="radio"/> P <input type="radio"/> Q <input type="radio"/> R <input type="radio"/> S <input type="radio"/> T <input type="radio"/> U <input type="radio"/> V <input type="radio"/> W <input type="radio"/> X <input type="radio"/> Y <input type="radio"/> Z	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/> F <input type="radio"/> G <input type="radio"/> H <input type="radio"/> I <input type="radio"/> J <input type="radio"/> K <input type="radio"/> L <input type="radio"/> M <input type="radio"/> N <input type="radio"/> O <input 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APPENDIX D

VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENTS
MATHEMATICS FIELD TEST

SOL TEST IRREGULARITY FORM

Spring 2004

Division Name _____

Division and School Code (e.g., 056-0221) _____

School Name _____

Test Title	Form No.

Date _____

Directions to the Examiner and/or STC:

Describe the irregularity in the space below. Then the STC should forward this form to the DDOT for action. The STC must report testing irregularities to the DDOT within 24 hours of occurrence. **Include the name of each student involved in an irregularity that may require students to be retested with an alternate form.**

(PLEASE PRINT)

Description of Irregularity:

Action Taken (to be completed by DDOT):

Irregularity was forwarded to the Department of Education: NO YES _____
(Date)

Signature of STC: _____ Date: _____

Signature of DDOT: _____ Date: _____

The DDOT will fax this form to the Virginia Department of Education, Division of Assessment and Reporting, 804-371-8978.

APPENDIX E

VIRGINIA DEPARTMENT OF EDUCATION SOL ENGLISH: READING AND MATHEMATICS FIELD TEST SPRING 2004

SOL SCHOOL TEST COORDINATOR'S TEST BOOKLET TRANSMITTAL FORM

For use before and after test administration for the STC's receipt and return of test booklets to DDOT.

DIVISION NAME: _____ SCHOOL NAME: _____

BEFORE TESTING:

Upon delivery of field test booklets by your DDOT, record the counts shown on packing lists in the "Packing List Quantity" column. Then record the total counts of test booklets received in the corresponding "STC Received" column. If you receive additional field test booklets from the DDOT after you have received your school's original shipment, be sure to add those counts to the original counts.

AFTER TESTING:

1. Enter the total number of field test booklets packed for return shipment in the "STC Returned" column. Complete the *SOL School Test Coordinators Quantity Discrepancy Report* on the next page of this form. Do not mark in the "Scoring Center ONLY" column.
2. This form, including the *SOL School Test Coordinators Quantity Discrepancy Report*, and a photocopy must be returned to your DDOT. Include these materials inside a Set B carton that you have labeled "Transmittal Forms Enclosed."
3. If any field test booklet is lost, an *SOL Test Irregularity Form* must be submitted immediately to your DDOT.
4. You **MUST** sign and date the bottom of this form.

Grade / Subject	Packing List Quantity	Test Booklets Total Numbers			Grade / Subject	Packing List Quantity	Test Booklets Total Numbers		
		STC Received	STC Returned	DO NOT USE Scoring Center ONLY			STC Received	STC Returned	DO NOT USE Scoring Center ONLY
Grade 4 English: Reading					Grade 4 Mathematics				
Grade 6 English: Reading					Grade 6 Mathematics				
Grade 7 English: Reading					Grade 7 Mathematics				

STC Signature: _____

Date: _____

DDOT Signature: _____

Date: _____

This page may be photocopied.

SOL SCHOOL TEST COORDINATOR'S QUANTITY DISCREPANCY REPORT Multiple-Choice
--

STC: In each section, check the appropriate box. If the second box is checked, fill in the blanks to describe each discrepancy.

1. Packing List/Receipt and Packaging Discrepancies

- ☐ No discrepancies were noted between quantities on the packing list and quantities actually received.
- ☐ The following discrepancies were noted:

- *English: Reading* (Gr. 4) _____
Packing list indicated _____ booklets shipped, but we received _____ booklets
Package was supposed to contain _____ booklets but only _____ were enclosed *
- *English: Reading* (Gr. 6) _____
Packing list indicated _____ booklets shipped, but we received _____ booklets
Package was supposed to contain _____ booklets but only _____ were enclosed *
- *English: Reading* (Gr. 7) _____
Packing list indicated _____ booklets shipped, but we received _____ booklets
Package was supposed to contain _____ booklets but only _____ were enclosed *
- *Mathematics* (Gr. 4) _____
Packing list indicated _____ booklets shipped, but we received _____ booklets
Package was supposed to contain _____ booklets but only _____ were enclosed *
- *Mathematics* (Gr. 6) _____
Packing list indicated _____ booklets shipped, but we received _____ booklets
Package was supposed to contain _____ booklets but only _____ were enclosed *
- *Mathematics* (Gr. 7) _____
Packing list indicated _____ booklets shipped, but we received _____ booklets
Package was supposed to contain _____ booklets but only _____ were enclosed *

* Please attach a photocopy of the package cover sheet.

2. Booklets Lost or Removed from School Control During Testing

- ☐ No booklets were lost, and none were forwarded to the DDOT / Department of Education due to any other type of irregularity or for any other reason.
- ☐ The following booklets were lost or forwarded to the DDOT / Department of Education:
- grade _____ test booklet, SOL field test subject _____
Number of copies lost _____ Number of copies forwarded _____
Date irregularity reported to DDOT _____; irregularity number _____

3. Supplemental Booklets Received from the DDOT's Division Overage

- ☐ No supplemental booklets were received from the DDOT's division overage.
- ☐ The following supplemental booklets were received from the DDOT's division overage:
- grade _____ test booklet, SOL field test subject _____
Number of copies received from the DDOT _____

This page may be photocopied.

Sample Test Booklet Package Cover Sheet



GRADE 7
Mathematics
Cover Sheet – SET A
Field Test – Spring 2004

NOTES TO EXAMINER:

- THIS PACKAGE CONTAINS THE FOLLOWING RANGE OF FORMS:
71010-71014
- AFTER OPENING **THIS PACKAGE** BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:
 1. Count the number of test booklets contained in this package.
 2. Check the **one** box that is applicable and explain any discrepancy.

☐

There were **5** test
booklets in this package.

☐

There were **NOT 5** test
booklets in this package.

Discrepancy: _____

3. Signature _____ Date _____

4. Return this cover sheet to the STC along with all enclosed test booklets immediately after the testing session has concluded.

COVER SHEET

PKG SIZE: **5**

ISBN: 999-XXXX-XX-X

ISBN: 999-XXXX-XX-X

This page may be photocopied.

APPENDIX G

VIRGINIA DEPARTMENT OF EDUCATION SOL ENGLISH: READING AND MATHEMATICS FIELD TEST SPRING 2004

SOL EXAMINER'S TEST BOOKLET TRANSMITTAL FORM/AFFIDAVIT

Division Name: _____ School: _____

Grade Level: _____

School Test Coordinators: Use this form to sign test booklets in and out to Examiners in your school. List each Examiner's name in the far-left column. Use the second column to list the test booklet subject and the number of booklets assigned to each Examiner. The Examiner should initial the "Out" column when receiving test booklets. The STC must initial the "In" column at the end of the day when test booklets are returned. Both the Examiner and STC should count or otherwise verify the number of booklets distributed before initialing this form.

EXAMINER'S AFFIDAVIT: After testing is completed, have each Examiner read the following statements and sign the "Examiner's Affidavit" column certifying the following:

1. I administered the SOL *English: Reading* and *Mathematics* field tests according to the directions in the *Examiner's Manual*.
2. I kept all materials secure when in my possession.
3. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an undue advantage over others.
4. I have read the statements above and understand that I am certifying that they are true.

Examiner Name	Test Booklet Subject and Quantity	OUT — EXAMINER'S INITIALS	IN — STC'S INITIALS	EXAMINER'S AFFIDAVIT
				Examiners are to sign in this column only AFTER reading statements 1-4 above.

NOTES TO STC: 1. At the close of test administration, this completed page must be forwarded to your DDOT who will keep it on file.
2. This page may be photocopied.

Sample SSID Sheet

SIDE 1

This section **MUST** be gridded prior to submission. Include an answer document for **EVERY** student who participated in the SOL *English: Reading and Mathematics* field tests.

APPENDIX I

VASOL Spring 04 Reading/Math Field Test School Master File Sheet

Page 1

Division: OAKTOWN COUNTY
Code: 800
DDOT: JANE SMITH
Address: 1234 OAKTOWN ROAD
OAKTOWN, VA 23456
Telephone: (804) 658-9029

School Number	School Name	Grade	Number of Groups	Number of Documents
800 1234	<small>Dear School Test Coordinator:</small> <small>Please place an N/A under the Number of Documents column for any subject that your school did not test.</small> <small>Thank You.</small>			
	OAKTOWN MS			
	Grade 4 Math	4M	_____	_____
	Grade 4 Reading	4R	_____	_____
	Grade 6 Math	6M	_____	_____
	Grade 6 Reading	6R	_____	_____
	Grade 7 Math	7M	_____	_____
	Grade 7 Reading	7R	_____	_____

Totals: _____

FOR SCORING CENTER USE	Receiving Number	Order Number	Date Received
	Testing Program XXX-XXX	Est N-Count	

APPENDIX J
VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENTS
ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004

SOL SCHOOL AFFIDAVIT

DIVISION NAME: _____

SCHOOL NAME: _____

This affidavit must be signed and dated by the STC and then signed and dated by the building principal. The Division Director of Testing must keep these signed affidavits on file.

AFFIDAVIT

I certify that, to my knowledge, no one in the building has copied, reproduced, or had improper access to the SOL *English: Reading and Mathematics* field test booklets or to any questions from them. All SOL field test booklets, scorable answer documents, and all other secure test materials have been returned to the Division Director of Testing as directed in the *SOL School Test Coordinator's Manual*.

STC Name (printed or typed):	<table style="width: 100%;"><tr><td style="width: 60%;">STC Signature:</td><td style="width: 40%;">Date:</td></tr></table>	STC Signature:	Date:
STC Signature:	Date:		
Building Principal Name (printed or typed):	<table style="width: 100%;"><tr><td style="width: 60%;">Building Principal Signature:</td><td style="width: 40%;">Date:</td></tr></table>	Building Principal Signature:	Date:
Building Principal Signature:	Date:		

Forward this completed form to your DDOT as outlined in Section 6.6 of this *STC Manual*. You may want to keep a copy of the completed form for your files.

This page may be photocopied.

Property of the Virginia Department of Education

STC's Checklists

Activities During Test Administration

- ☐ 1. On each day of testing, check out secure test materials to Examiners (Section 5.1) and collect all materials at the end of each testing session (Section 5.4).
- ☐ 2. Monitor *all* testing sessions (Section 5.2).
- ☐ 3. Assist Examiners in identifying and resolving testing irregularities (Section 5.3).

Activities After Test Administration

- ☐ 1. After all testing sessions have been completed, verify receipt of all test materials from all Examiners (Section 6.1).
- ☐ 2. Check scorable materials received from Examiners (Section 6.2).
- ☐ 3. Assemble and deliver all Set A scorable test materials to your DDOT (Section 6.3).
- ☐ 4. Assemble and deliver all Set B non-scorable test materials to your DDOT (Section 6.4).
- ☐ 5. Dispose of all other test materials according to directions (Section 6.5).
- ☐ 6. Prepare and transmit SOL Affidavits and *Test Security Agreements* (Section 6.6).

1 2 3 4 5 6 7 8 9 10 11 12 A B C D E

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